

# Field Observation Report Assignment

for

EPC 620 -- The College Counseling/Student Services Profession  
Spring 2006 – Professor M. Simon

As stated in the course syllabus, this assignment is designed to increase your exposure to and understanding of functional areas of Student Affairs. You are to spend approximately four hours at each of two sites. Select a site other than your own department if you are working on a college campus. You may visit a different site that is on your home campus. You may also observe in a functional area similar to or different from your own at another campus. Visiting the office of a friend or colleague is fine, though to get the most unbiased perception, try to observe more than just one person at your chosen site.

Make an appointment with the relevant supervisor at this office in order to conduct this observation. Explain that you are there to observe the office and the types of roles and services provided by the office. You may refer them to me if they have any concerns or further questions.

You might arrive a few minutes before your appointed time to sit in the lobby area of the office (if there is one) in order to make your initial observations. Taking notes while you are there may be helpful; use discretion when doing so: We don't want anyone to feel as though they are a 'science project'!!

If possible, it would be desirable (and you would probably learn more) to *briefly* interview a few key individuals at the site you are observing; it is not mandatory. Try to observe at least two professionals on staff. If you are observing counselors working individually with students, please be certain that each student has given their permission for you to observe. Be sure not to involve yourself in the discussions with the student/counselor--you are there to observe. If you have some relevant comments or information, please wait until the counselor has ended the session and share it with the counselor at that time. Be sure to send a thank you note to your contact person after your visit.

Please observe the following:

- What are your first impressions? What is the general atmosphere like in this setting? If it is one that provides direct service, does it seem welcoming to students?
- Who provides the services? What are their academic backgrounds, i.e., what educational background is required to work in this area? Approximately how many people are on staff? How long has the staff worked in this area?
- What services does this office provide? What kind of information and/or resources are available to students?
- Do students who are using the services seem satisfied when leaving? Would you feel satisfied if you were these students?
- Do you think you would enjoy working in a similar site or role?
- Were you aware of any – intentional or unintentional – application of student development theory that occurs in their work with students?

Try to be open to observe your surroundings. I am not looking for specific answers, more for your impressions overall. The primary purpose of this assignment is for you to obtain or broaden your knowledge of student services areas.

Write a brief (approximately three to four page) summary of your observations.

Due date: **March 15.**